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[Fall General assembly participants packet]



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ASSOCIATION OF BAY AREA GOVERNMENTS

GENERAL ASSEMBLY

Thursday, February 21, 1974

SUMMARY MINUTES

The annual meeting of the General Assembly was called to order by President Donald F. Dillon at 9:15 a.m. at the Regency Hyatt House in San Francisco.

SALUTE TO THE FLAG

President Dillon led the Assembly in the salute to the flag.

PRESIDENT'S WELCOME

A welcome was extended by President Dillon to all those who had come to the conference on matters pertaining to energy.

INTRODUCTION OF DR. GLENN T. SEABORG -- KEYNOTE SPEAKER

President Dillon introduced Dr. Glenn T. Seaborg, Nobel laureate and former head of the Atomic Energy Commission, and Associate Director of the Lawrence Berkeley Laboratory, U.C., who spoke on the subject of Energy Supply: Can Technology Do it?

Dr. Seaborg urged the group to think of the energy problem not as a kind of crisis situation that had gone beyond the point of no return, but rather as a dilemma which would require most difficult choices in the years to come. He said the age of cheap energy was over. He noted that 6% of the world's population consumes 55% of the world's energy, and that because our own sources were inadequate, unstable political and economic situations were likely to result. He said we must work on both supply of and demand for energy, but at the same time must not compromise the efforts underway to improve both our natural and man-made environments and protect the public health and safety.

He discussed the various sources of energy, and their long- and short-term possibilities, and said there were many difficult questions and no clear road to their solution, but there was a need for their study -- well before a crisis stage was reached. Dr. Seaborg concluded by saying we were not yet in an energy crisis and had not yet reached the point of no return where there were no options open.

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ANNOUNCEMENTS

Computer Demonstration Terminals

President Dillon explained that the "Hands On" Computer Demonstration in the lobby had been made possible through the courtesy of the University of California Lawrence Hall of Science, and invited those present to try the computers, which were connected to the Lawrence Laboratory's computer by telephone and were set up to answer questions about energy use and Bay Area population projections.

RIDES Carpool

President Dillon gave a brief report on the RIDES Carpools effort being sponsored by the California State Automobile Association, Hibernia Bank, KPIX TV and KSAN Radio, in cooperation with ABAG, Caltrans, the Federal Highway Administration, the Bureau of the Census, and the Western Federal Regional Council. Application forms were available in the lobby for those who would be interested in taking part in a carpool. He said the computer being used had the capacity to search the surrounding area for people who had the same needs and enable them to get together.

PANEL DISCUSSION: PLANNING FOR ENERGY-EFFICIENT COMMUNITIES

A panel on the subject of Planning for Energy-Efficient Communities was presented. Supervisor Michael Wornum of Marin County acted as moderator.

Supervisor Wornum commented that the people had always used energy as if it had no limit, and that doubling the supply of energy, unless we exercised some restraint or control, would not solve the problem.

The members of the panel, and their subjects, were as follows:

William E. Claggett, Vice President and Director of the Real Estate Research Corporation, San Francisco Office, spoke on Land Use to Preserve Energy. He suggested that employment and retail centers should be closer to their markets, and that it would probably be necessary to change our concepts of traditional land use and zoning. Possibly larger residential developments might have to provide commercial facilities in order to reduce the number of automobile trips made. He expressed the opinion that there would be an increased demand for recreational space within and close to metropolitan areas.

Mr. Claggett also suggested the development of an energy impact review process similar to the current environmental impact process. It would be important for local governments to respond to the problems and provide more opportunities for people to exercise energy and cost-saving choices.

Paul Bay, Deputy Executive Director of the Metropolitan Transportation Commission, spoke on Transportation Planning to Preserve Energy. He mentioned carpooling as one method of decreasing the use of energy and suggested that everyone could cut down on the use of cars by using the telephone or combining several errands into one trip, using once again the World War II slogan, "Is this trip necessary?"

Mr. Bay suggested that instead of people living farther and farther from work, they should begin to think of living closer to work, or choosing a job closer to where they live.

He suggested that all officials involved in decision making at both the local and regional levels should be asking what kind of effect the land-use decisions which are being made today will have on energy consumption five or ten years from now, and he concurred in Mr. Claggett's suggestion that energy impact reports be used.

Another method of cutting down the use of energy was to change the transportation mode. Mr. Bay said as transit develops it gives an opportunity to use more energy-efficient modes of travel. He said the only way to save energy in transportation was to reverse the trend we had had in the last half century of ever-increasing mobility, and instead actually to decrease our mobility. Only to the extent we did so would we really use a lesser percentage of energy resources.

James M. Fales, Jr., City Manager of Redwood City, and also President of the City Managers' Department of the League of California Cities, spoke on Community Management to Produce Energy Saving. He believed the public had not yet been convinced of the total seriousness of the long-term nature of the energy crisis, and until they were nothing would happen except frustration and disappointment. He said the dissemination of accurate information and priority selection would have to be resolved, and that the parameters of the crisis would have to be determined in order to establish that a crisis really existed. This might be achieved through public education.

Mr. Fales said an analysis of their overall energy use had been undertaken by Redwood City and other neighboring cities, and this was being used as a measure when initiating new programs or expanding existing ones. In closing, he stated that local governments would have to be able to inform citizens accurately as to the extent of the problem and availability of trade-offs, if any, and that only then would local decision-makers be able to make rational decisions on a long-term basis.

In summation, Supervisor Wornum suggested there should probably be a discussion on the question mentioned by Mr. Claggett, as to having

more instead of less density. As to Mr. Bay's suggestion to use the slogan, "Is this trip necessary?", and that we should travel less, he said this brought up the question of "My luxury is your livelihood", and that perhaps it might be a luxury for the people traveling, but a necessity for the people depending on it. He contended that the solution would be not to travel less, but to travel less luxuriously. He expressed the belief that Mr. Fales' comments about municipal housekeeping and management must be taken seriously.

A question and answer period followed.

The meeting was adjourned at 11:45 a.m. for lunch.

LUNCHEON SESSION

Introduction of Special Guests

President Dillon introduced the following special guests:

William MacDougall, Executive Director of the Advisory Commission on Intergovernmental Relations in Washington, D.C.;

James H. Price, San Francisco Area Director of the Department of Housing and Urban Development;

Stuart Eurman, Regional Representative for Region IX, of the Urban Mass Transit Administration;

Walter Cavagnaro, Gas and Electric Engineer, Utilities Division, of the California Public Utilities Commission.

Mr. Cavagnaro expressed the regrets of Vernon L. Sturgeon, President of the California Public Utilities Commission, who had been scheduled to make an address but had been taken ill. He added that he was substituting for Mr. Sturgeon and prefaced his remarks by saying that they were his own views and not necessarily the views of the entire Commission. He did say the Commission was seriously concerned with preparing to deal with the problems, as best they could, of adequate service of electric utility and gas utility consumers. He said we must develop new supplies, new sources, new methods, and new ideas, all with a view for protecting the environment. He spoke of the results of the measures for conservation of energy which had been taken and stated that a 15% reduction in consumption of gas and electricity had so far been achieved in northern California on a voluntary basis. Because of this it was unlikely that mandatory plans for reduction would be required.

Limelight Award

President Dillon reported that the winner of the Limelight Award was the City of Pittsburg. Accepting the award for the City were Mayor Salvatore Calone and Assistant City Manager William Hayden. Mr. Dillon noted that the award-winning entry had been designed by a citizens' committee and had involved the entire community. Packets of energy-saving suggestions had been delivered to all homes and apartments

in the community, followed by letters to all businesses. In addition to lowering thermostats, dimming lights, and skipping Christmas decorations, other measures had included:

- adding energy conservation to the school curriculum
- using church parking lots for assembly points for car pools
- the newspaper offered free classified ads for would-be carpoolers.
- the citizens committee held a contest for the most imaginative energy saving ideas with a bicycle, thermal underwear and mittens for prizes.
- a second contest would reward the biggest monthly reduction in kilowatt hours as shown on P.G. & E bills.
- flyers on energy conservation were distributed in supermarkets.
- high school leaders were planning a day-long energy conservation conference for Northern California students.

In accepting the award, Mayor Salvatore noted that the energy saved by the City of Pittsburg amounted to 20%.

BUSINESS SESSION

President Dillon called the meeting to order at 2:00 p.m. for the business session.

ROLL CALL

Revan Tranter, Executive Director, called the roll, after which it was announced that a quorum was present. The following member counties and cities were present:

Counties of:

Alameda
Contra Costa
Marin
Napa
San Mateo
Santa Clara

Cities in the County of Alameda:

Berkeley
Fremont
Newark
Piedmont
Pleasanton
San Leandro
Union City

Cities in the County of Contra Costa:

Antioch
El Cerrito
Lafayette
Martinez
Pinole
Pleasant Hill
Richmond
Walnut Creek

Cities in the County of Marin:

Corte Madera
Fairfax
Larkspur
Mill Valley
Novato
Ross

Cities in the County of
Napa:

Calistoga
Napa
St. Helena

Cities in the County of
San Francisco:

San Francisco

Cities in the County of
San Mateo:

Brisbane
Half Moon Bay
Menlo Park
Millbrae
Pacifica
Portola Valley
Redwood City
San Carlos
San Mateo
Woodside

Cities in the County of
Santa Clara:

Campbell
Cupertino
Los Altos
Los Altos Hills
Morgan Hill
Mountain View
Palo Alto
San Jose
Santa Clara
Sunnyvale

Cities in the County of
Solano:

Fairfield
Vallejo

Cities in the County of
Sonoma:

Healdsburg
Rohnert Park

The following County and Cities were absent:

County of:

San Francisco

Cities in the County of
Alameda:

Alameda
Albany
Emeryville
Hayward
Livermore
Oakland

Cities in the County of
Contra Costa:

Brentwood
Clayton
Concord
Hercules
Pittsburg
San Pablo

Cities in the County of
Marin:

Belvedere
San Anselmo
San Rafael
Sausalito
Tiburon

Cities in the County of
San Mateo:

Belmont
Burlingame
Daly City
Foster City
San Bruno
South San Francisco

Cities in the County of
Santa Clara:

Gilroy
Los Gatos
Milpitas
Saratoga

Cities in the County of
Solano:

Dixon
Suisun City
Vacaville

Cities in the County of
Sonoma:

Cloverdale
Cotati
Petaluma
Santa Rosa
Sebastopol
Sonoma

PRESIDENT'S MESSAGE

President Dillon observed that he had been involved in ABAG since 1962, and that a great deal had been accomplished since that time. Through associations like ABAG, of which there are many throughout the Nation, city and county people could cooperate in making decisions and generating plans which filled a vacuum so often existing. All of ABAG's members should be proud of the progress which had been made.

President Dillon spoke of the award which had been presented to ABAG by the San Francisco Bay Area Council, and noted that the accomplishments of Marin County and Santa Clara County had been singled out. He expressed pleasure that the presentation had been made by Barbara Eastman. He said she had done ABAG an honor by having participated in its meetings as an Advisory Member to the Executive Committee from the Regional Water Quality Control Board, and had also participated in the Regional Planning Committee meetings and discussions, having brought to ABAG her knowledge and concern about water quality as it affects planning.

President Dillon said much progress had been made in responding to the needs of ABAG's members, mentioning the Data Bank and the DIME Project in particular. He expressed appreciation to Revan Tranter, ABAG's Executive Director for the past ten months, for his great efforts in bringing about an improvement in the level of staff and the morale of the people who work for ABAG. He introduced Mrs. Dillon and thanked her for the help she had given him. He concluded by thanking the members for their fine attendance record, saying it showed a level of dedication not often seen.

RECEIPT OF ANNUAL REPORT

There being no objection, the 1973 Annual Report was received.

MINUTES

It was moved by Supervisor John Tuteur, of Napa County, seconded, and unanimously passed by a show of cards, to approve the General Assembly Minutes of October 11, 1973, as submitted.

BYLAWS AMENDMENTS

Change of Name of Finance Subcommittee to Finance and Personnel Subcommittee

It was moved by Mayor Ralph Bolin, of Napa, seconded, and unanimously approved by a show of cards, that Article V, 6, (a) 3) of the Bylaws of the Association, as amended February 22, 1973, be amended to read:

"For the purpose of considering budget and personnel matters, the Executive Committee may appoint a Finance and Personnel Subcommittee consisting of six members of the Executive Committee. Three members of the Finance and Personnel Subcommittee shall be county representatives and three members shall be city representatives." [Underlining represents amendment language.]

Change in Method of Assessing Dues

It was moved and seconded that the Bylaws relating to the assessment method be amended to strike from that portion of Article IX, D, 1 of the Bylaws language which would indicate one-half of the total budget was being paid by member counties and one-half by member cities. The proposed language of the Bylaws amendment would be as follows, the broken line indicating that which would be stricken, and the underlines indicating that which would be substituted:

" 1. ~~One-half-of-the-total-budget-shall-be-paid by-the-member-counties-and-one-half-by-the-member cities.~~ Each county's assessment shall be a proportionate share of the counties' one-half part of the budget total, determined by the ratio of the individual county's population to the total population of all member counties. Each city's assessment shall be a proportionate share of the cities' one-half part of the budget total determined by the ratio of the individual city's population to the total population of all member cities. These amounts shall be expressed both on a per capita basis and a dollar amount of the total approved Association budget for each fiscal year."

Supervisor Tuteur opposed the motion on the grounds that he carried instructions from his Board of Supervisors, and also on his own feeling that the half-and-half partnership of cities and counties had been healthy and productive. On a vote by a show of cards, the motion passed with one "no" vote, by Supervisor Tuteur.

ANNUAL BUDGET FOR FISCAL YEAR 1974-75

It was moved, and seconded by Mayor Ralph Bolin of Napa, to adopt the

Budget and the proposed Assessment Schedule and Membership Fee for the Fiscal Year 1974-75, as recommended by the Executive Committee, which would result in a 25% increase in assessment for cities and a 65% increase in assessment for counties.

Supervisor Joseph Bort of Alameda County suggested that separate votes be taken on the Budget and on the allocation of dues. There being no objection, it was agreed to consider the dues increase first.

Vice Mayor Janet Gray Hayes of San Jose said she regretted that, as a member of the Executive Committee who had voted for it, she must oppose the motion on the basis of instructions by her City Council. She said it was their feeling that ABAG should look to Sacramento to recoup the 701 funding, which they understood would now be handled by the State.

Revan Tranter replied that it had been contended by several national organizations that HUD did not have the authority to transfer it to the State, and the Federal courts had enjoined HUD from carrying through with that intention, and the substance of the suit would be heard in Washington on March 14. He added that he had included a sum of \$55,000 from the State of California as 701 money, but now he had been told that ABAG would not get it.

Supervisor Victor Calvo, of Santa Clara County, noted that there was a shortage of money in all levels of government, and that the County of Santa Clara was not anxious to assume a great increase, but he said they had taken a position in support of the Executive Committee's recommendation. He said it was their belief that the function of ABAG was one that they must support, and that the benefits would fully equal the amount spent.

After discussion, a vote on the motion was taken by a show of cards, which failed, with two "No" votes by counties.

It was moved by Supervisor Tuteur and seconded by Supervisor Bort that the increase be applied across the board, which would amount to a 44% increase. A vote was taken by a show of cards, which failed.

Supervisor Bort suggested that perhaps a decision should be made as to whether the ABAG budget should be increased, with the result that ABAG would be kept viable, or that the budget should not be increased, with the result that ABAG would become a limping organization. He asked that a determination be made as to what the budget would be, and after that a decision could be made as to how it would be paid. There being no objection, it was agreed to take a vote on the budget.

It was moved by Supervisor Tuteur and seconded that the Annual Budget for Fiscal Year 1974-75 be adopted, which would amount to a 3½% overall increase in the expenditures of the Association. On a vote by a show of cards, the motion passed, as follows:

Counties - Ayes: 6

Cities - Ayes: 38

Nays: 7

It was moved by Supervisor Tuteur and seconded by Supervisor Bort to adopt a 50-50 increase in the assessment schedule. He explained that the Board of Supervisors of Napa County was unanimously in favor of the increased budget. Their main feeling was that cities and counties had been in a financial and voting partnership since the inception of ABAG and they thought that was a good way to continue, without giving thought as to who lives in which part of the county.

Mayor Jean Barnard of Mill Valley suggested that there should be a new schedule, since city dwellers had to pay both the county's and the city's per capita amount.

After further discussion, a vote on the motion for a 50-50 dues increase between the cities and the counties was taken by a show of cards. The motion failed.

It was then moved by Supervisor Tuteur, seconded, and passed, to increase the dues as recommended by the Executive Committee, with a 25% increase for cities and a 65% increase for counties. This passed by a show of cards, as follows:

Counties - Ayes:	5
Nays:	1

Cities - Ayes:	43
Nays:	2

Supervisor Bort, although expressing disappointment in the decision, stated that Alameda County would pay the increased dues and continue to be an active member of ABAG.

It was moved by Mayor Bolin and seconded by Supervisor Tuteur to adopt the membership fee schedule, unchanged from the previous year. The motion passed unanimously on a vote by a show of cards.

REGIONAL CITIZENS FORUM - REPORT BY PAUL CAHILL

Mr. Paul Cahill reported that the first eleven months of the Regional Citizens Forum had been fruitful. The citizens who had worked on the Forum had acquired an appreciation and knowledge of the complexities at the regional level. They had studied regional problems and had attended workshops. He expressed appreciation for the support which they had received from ABAG and said they looked forward to continuing their work in the year ahead.

PRESENTATION OF PLAQUES TO RETIRING EXECUTIVE COMMITTEE MEMBERS

Plaques, in appreciation of their services, were presented to:

Arne Digerud, Councilman, Fairfield

Councilman Digerud had served on the Executive Committee since 1966 and also been an active member of the Finance Subcommittee and the Regional Planning Committee.

Don Black, Councilman, Lafayette

Councilman Black had served on the Executive Committee since 1969, and been an outstanding Chairman of ABAG's Open Space Task Force during the past year. He had also been Chairman of ABAG's ad hoc CATV Committee.

RATIFICATION OF RESULTS OF ELECTION OF PRESIDENT AND VICE PRESIDENT

Supervisor James P. Kenny, of Contra Costa County, Chairman, presented the Special Canvassing Board's Ballot Statement and Certificate of Election, signed by himself, Councilman Felix F. Chialvo, of Oakland, and Mayor Nat Landes, of Woodside, which met to count ballots for President and Vice President on January 21, 1974. He stated that Supervisor Warren N. Boggess, of Contra Costa County, had received 268 votes for President and Councilman Lenard E. Grote, of Pleasant Hill, 214 votes for Vice President.

Upon a motion by Supervisor Kenny, seconded by Supervisor Tuteur, the Special Canvassing Board's Ballot Statement and Certification of Election was received and General Assembly Resolution No. 1-74, "Canvass of Election Returns for President and Declaration of Results Thereof" was adopted, certifying the results as follows:

President: Warren N. Boggess, Supervisor, County of Contra Costa
Vice President: Lenard E. Grote, Councilman, City of Pleasant Hill

Supervisor Warren Boggess and Councilman Lenard Grote were then introduced to the General Assembly.

PRESENTATION OF PLAQUE TO RETIRING PRESIDENT DONALD F. DILLON

Supervisor Boggess asked that President Dillon's two years of outstanding service as President be remembered. He was one of the hardest working local government advocates, having invested thousands of hours in ABAG. Mr. Dillon had encouraged regional cooperation between agencies on a scale that the Bay Area had never seen before. Mr. Boggess expressed the appreciation of all the members for a job well done and presented Mr. Dillon with a plaque.

In addition, President Dillon was presented with a substantial floral tribute, sent by his friends in Fremont.

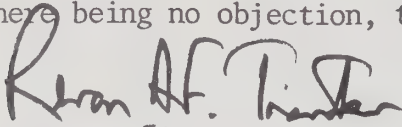
MESSAGE OF NEW PRESIDENT - WARREN N. BOGGESS

President Boggess stated that in the past few years ABAG had grown from what had been a good idea to what was a must. He planned to work hard to bring ABAG into its rightful position as an umbrella agency. He expressed the hope to bring ABAG to the people a little more and, should the energy crisis so permit, to have meetings in all areas. He would like to encourage more citizen input, and felt optimistic that the controversy surrounding the Citizens' Forum would be resolved. He expressed the desire to achieve a balance between

the environment and the economy. Finally, President Boggess added that he would resist any attempt to impinge upon the integrity or authority of local governments.

ADJOURNMENT

There being no objection, the meeting was adjourned at 3:35 p.m.

A handwritten signature in dark ink, appearing to read "Revan A. F. Tranter". The signature is fluid and cursive, with the first name "Revan" being the most prominent.

Revan A. F. Tranter
Secretary-Treasurer

A copy of the resolution passed at this meeting is on file in the office of the Executive Director.

ASSOCIATION OF BAY AREA GOVERNMENTS

FINANCIAL STATEMENTS
with
REPORT OF CERTIFIED PUBLIC ACCOUNTANTS

YEAR ENDED JUNE 30, 1974

Elmer
Fox
&
Company

Certified Public Accountants

REPORT OF CERTIFIED PUBLIC ACCOUNTANTS

Association of Bay Area Governments
Berkeley, California

Regional Inspector General
for Audits
Department of Housing and
Urban Development (HUD)
San Francisco, California

We have examined the balance sheet of all funds of the Association of Bay Area Governments as of June 30, 1974 and the related statements of revenues and expenditures and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements described above present fairly the financial position of all funds of the Association of Bay Area Governments at June 30, 1974 and the results of their operations for the year then ended, in conformity with generally accepted accounting principles and in accordance with standards prescribed by HUD and other grantor agencies, applied on a basis consistent with that of the preceding year, after giving retroactive effect to the changes, with which we concur, in the method of accounting, as described in Note 2 of notes to the financial statements.

We have also reviewed compliance and internal control matters in accordance with the provisions of the HUD audit guide for the Comprehensive Planning Assistance Program and have included applicable comments.

Elmer Fox & Company

Berkeley, California
September 13, 1974

ASSOCIATION OF BAY AREA GOVERNMENTS

ALL FUNDS BALANCE SHEET

June 30, 1974

	Federal Urban Planning Funds	Other Planning Funds	General Funds	Operating Equipment Fund
<u>ASSETS</u>				
Cash	\$ 782	\$22,873	\$ 75,586	\$ -
Due from other funds	-	-	117,518	-
Accounts receivable	41,741	30,122	93,800	-
Prepaid expenses	-	-	8,704	-
Office and automotive equipment at cost, net of depreciation of \$22,145 (Notes 1, 2 and 3)	-	-	-	70,485
Office equipment held by planning funds, at cost (Note 1)	16,283	-	-	-
	<u>\$58,806</u>	<u>\$52,995</u>	<u>\$295,608</u>	<u>\$70,485</u>
<u>LIABILITIES AND FUND BALANCES</u>				
Liabilities:				
Accounts payable	\$ -	\$ -	\$ 51,365	\$ -
Accrued expenses	-	-	51,750	-
Contracts payable (Note 4)	-	-	-	38,212
Due to General Fund	42,523	36,520	-	38,476
Advances in excess of related expenditures	-	16,475	-	-
Prepaid dues of members	-	-	47,318	-
Planning funds invested in office equipment (Note 1)	16,283	-	-	-
	58,806	52,995	150,433	76,688
Contingency (Note 5)				
Fund balances:				
Appropriated for planning projects	-	-	17,904	-
Unappropriated	-	-	127,271	(6,203)
	<u>\$58,806</u>	<u>\$52,995</u>	<u>\$295,608</u>	<u>\$70,485</u>

The accompanying notes are an integral
part of the financial statements.

ASSOCIATION OF BAY AREA GOVERNMENTS
ALL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES

Year ended June 30, 1974

	Federal Urban Planning Funds	Other Planning Funds	General Fund	Operating Equipment Fund
Budgeted revenues:				
Members dues	\$ -	\$ -	\$ 330,988	\$ -
Grants and contracts:				
Federal government	662,159	44,927	-	-
State of California	-	43,967	-	-
Association of Bay Area Governments	174,990	16,461	-	-
Other local agencies	156,089	302,283	-	-
Other	-	-	3,997	54,980
Total budgeted revenues	<u>993,238</u>	<u>407,638</u>	<u>334,985</u>	<u>54,980</u>
Budgeted expenditures before planning project contributions:				
Salaries and benefits	630,856	188,924	59,379	12,590
Other	<u>362,382</u>	<u>218,714</u>	<u>62,623</u>	<u>48,593</u>
Total budgeted expenditures before planning project contributions	<u>993,238</u>	<u>407,638</u>	<u>122,002</u>	<u>61,183</u>
Excess of budgeted revenues over budgeted expenditures before planning project contributions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 212,983</u>	<u>\$(6,203)</u>
Planning project contributions			<u>\$(196,811)</u>	

The accompanying notes are an integral
part of the financial statements.

ASSOCIATION OF BAY AREA GOVERNMENTS

STATEMENT OF FUND BALANCES

Year ended June 30, 1974

	General Fund			Operating
	Invested in office equipment	Appropriated for planning projects	Unappro- priated	Equipment Fund
Balance, July 1, 1973	\$21,852	\$ 44,715	\$ 97,190	\$ -
Less prior year adjustment to reflect vacation accrual (Note 2)	-	-	(23,383)	-
Revised balances, July 1, 1973	<u>21,852</u>	<u>44,715</u>	<u>73,807</u>	<u>-</u>
Changes for the year:				
Budget appropriation for planning project contributions	-	170,000	(170,000)	-
Excess of revenues or (expenditures)	-	(196,811)	212,983	(6,203)
Office equipment deleted	(1,023)	-	-	-
Write-down of equipment transferred to Operating Equipment Fund (Note 3)	(10,348)	-	-	-
Fair value of equipment transferred to Operating Equipment Fund (Note 2)	(10,481)	-	10,481	-
Net changes for the year	<u>(21,852)</u>	<u>(26,811)</u>	<u>53,464</u>	<u>(6,203)</u>
Balances, June 30, 1974	<u>\$ -</u>	<u>\$ 17,904</u>	<u>\$127,271</u>	<u>\$(6,203)</u>

The accompanying notes are an integral
part of the financial statements.

ASSOCIATION OF BAY AREA GOVERNMENTS

NOTES TO FINANCIAL STATEMENTS

June 30, 1974

1. Summary of significant accounting policies

The Association of Bay Area Governments is a regional planning agency for the San Francisco Bay Area counties and cities. It is governed by a General Assembly comprised of elected officials from the member counties and cities.

The Association uses the accrual method of accounting.

Planning Funds

The Association, in addition to being an applicant, acts as a trustee for other public agencies in applying for and reporting on Federal Urban Planning grants and other Federal, State and local grants. The Association is responsible for financial reporting on grants for which it is primarily responsible or for which it maintains financial responsibilities. The accounting for these activities is maintained separately from the general operations of the Association.

Certain office equipment used by Federal Urban Planning Funds is owned by the Federal government and transferred to new projects at the termination of completed projects. The acquisition of this equipment by a project is recorded as an expenditure during the year acquired and is also capitalized as an asset with a corresponding liability on the balance sheet. Upon completion of a project, this equipment is transferred to a new project at original cost less a depreciation factor of 6-2/3% per year of life expended. A credit is made reducing the capital outlay expenditure of the transferor project. Upon creation of the Operating Equipment Fund, described below, all office equipment additions will be owned by the Operating Equipment Fund and equipment such as this will no longer be provided by Federal Urban Planning Funds.

General Fund

The general operations of the Association are accounted for in the General Fund.

1. Summary of significant accounting policies (continued)

Operating Equipment Fund

Automotive, office, printing and reproduction equipment is held by the Operating Equipment Fund for the use of General Fund and Planning Fund activities. A use charge for the automotive and office equipment is made to the various funds on a regular basis. Costs for printing and reproduction are borne by the Operating Equipment Fund and are billed to other funds and agencies.

Depreciation of Operating Equipment Fund equipment is provided under the straight-line method using lives of three years for automotive equipment and ten years for office, printing and reproduction equipment.

2. Change in accounting and prior period adjustments

In prior years, the Association budgeted for General Fund office equipment expenditures. The outlay for office equipment was recorded as an expenditure during the year acquired and capitalized as an asset on the balance sheet. Appropriate adjustments in the financial statements have been made to reflect the transfer of equipment inventory at December 31, 1973 to the Operating Equipment Fund at depreciated cost.

The Association has accounted for employee vacation pay under the cash basis of accounting. Appropriate adjustments in the financial statements have been made to reflect the accrual of vacation pay as of June 30, 1973 and 1974.

3. Office and automotive equipment

Office and automotive equipment balances at June 30, 1974 are as follows:

	<u>Cost</u>	<u>Accumulated depreciation</u>	<u>Balance</u>
Automotive equipment	\$22,127	\$ 6,254	\$15,873
Office furniture and equipment	31,375	11,869	19,506
Printing and reproduction equipment	<u>39,128</u>	<u>4,022</u>	<u>35,106</u>
	<u>\$92,630</u>	<u>\$22,145</u>	<u>\$70,485</u>

A charge of \$10,348 was made to the General Fund balance representing the depreciation as of December 31, 1973 of office equipment transferred from the General Fund as of that date to the Operating Equipment Fund. Depreciation charges of \$11,797 have been made to current operations in the Operating Equipment Fund.

4. Contracts payable

	<u>Due within one year</u>	<u>Due after one year</u>	<u>Total</u>
Automobile purchase contracts payable \$558 monthly including interest of 10 - 11%	\$ 6,000	\$ 6,947	\$12,947
Capitalized equipment loan contracts payable \$1,224 monthly exclusive of finance charges	<u>14,600</u>	<u>10,665</u>	<u>25,265</u>
	<u>\$20,600</u>	<u>\$17,612</u>	<u>\$38,212</u>

5. Contingency

The Association has a lease agreement for office space expiring August 31, 1975 with annual rental amounting to \$55,812.

COMMENTS ON COMPLIANCE AND INTERNAL CONTROL

Based on our tests of transactions and examination of records, we believe that the Association of Bay Area Governments has complied with the terms and conditions of the grant contracts. Substantial compliance was noted of regulations, policies and procedures prescribed by the governing branch of the Association and HUD regarding financial operations.

As a part of our examination, we reviewed and tested the Association's system of internal control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. Under these standards the purpose of such evaluation is to establish a basis for reliance thereon in determining the nature, timing, and extent of other auditing procedures that are necessary for expressing an opinion on the financial statements. Additionally, our examination included procedures necessary in our judgement to determine compliance with contractual terms and conditions and regulations, policies, and procedures prescribed by HUD, insofar as such compliance review was necessary under the provisions listed as "a" through "f" under "Audit Coverage" in the HUD Guide for the Comprehensive Planning Assistance Program.

The objective of internal control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgements by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management with respect either to the execution of recording of transactions or with

respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, and that the degree of compliance with the procedures may deteriorate.

Our study and evaluation of the Association's system of internal control and our review of its compliance with contractual terms, regulations, policies and procedures disclosed that all recommendations for improvement given in our prior audit had been satisfactorily implemented. Additionally, indirect costs continued to be distributed to the projects and non-project activities according to direct payroll hours. Our review of this allocation method found it to be consistent and reasonable and in conformance with the Office of Management and Budget Circular A-87 and Handbook 6042-1 REV.

While the Association's overall system of internal control is satisfactory, our audit disclosed areas where further improvements could be made. These findings were discussed with Mr. Terry Bergman, Director of Administration, during the course of the audit.

Finding No. 1 - Allocation of direct costs to projects

No formal procedures exist for controlling the allocation of direct costs to projects. At the present time the allocations are determined by the bookkeeper at the time the General Ledger is posted.

Recommendation

We recommend that project cost centers be identified on purchase orders and vouchers prior to these documents being approved for processing.

Grantee's reply

We will take the recommended action to insure control over the allocation of direct costs to projects.

Finding No. 2 - Internal audit procedures

Internal control can be further improved by the incorporation of internal audit procedures.

Recommendation

We recommend that the job description of the Assistant to the Director of Administration include internal audit functions.

Grantee's reply

The recently hired Assistant to the Director of Administration will have internal audit responsibilities.

ASSOCIATION OF BAY AREA GOVERNMENTS

COMMITTEES

1974

General Assembly

Executive Committee

Cooperating Members

Citizen Services Subcommittee

Finance and Personnel Subcommittee

Regional Home Rule Goals Committee

Regional Planning Committee

Ocean Coastline Planning Committee

Regional Housing Task Force

Regional Open Space Task Force

ABAG/MTC Joint Regional Airport Planning Committee

ABAG/MTC Joint Policy Committee

Bay Delta Resource Recovery Board

ASSOCIATION OF BAY AREA GOVERNMENTS

MEMBERS AND REPRESENTATIVES TO THE ASSOCIATION

August, 1974

PRESIDENT: Supervisor Warren N. Boggess, Contra Costa County

VICE PRESIDENT: Councilman Lenard E. Grote, City of Pleasant Hill

SECRETARY-TREASURER: Revan A.F. Tranter

<u>COUNTIES</u>	<u>OFFICIAL REPRESENTATIVE</u>	<u>ALTERNATE</u>
1. Alameda	Supervisor Joseph P. Bort	Supervisor Fred F. Cooper
2. Contra Costa	Supervisor James P. Kenny	Supervisor Edmund A. Linscheid
3. Marin	Supervisor Michael Wornum	Supervisor Peter R. Arrigoni
4. Napa	Supervisor John Tuteur	Supervisor Ginny Simms
5. San Francisco	Supervisor Dianne Feinstein	Supervisor Dorothy von Beroldingen
6. San Mateo	Supervisor Jean Fassler	Supervisor Robert St. Clair
7. Santa Clara	Supervisor Victor Calvo	Supervisor Dan McCorquodale

<u>CITIES</u>	<u>OFFICIAL REPRESENTATIVE</u>	<u>ALTERNATE</u>
<u>Alameda County</u>		
1. Alameda	Mayor Terry La Croix, Jr.	Vice Mayor Carmelo J. Corica
2. Albany	Mayor Richard O. Clark	Councilman Patrick Griffin
3. Berkeley	Mayor Warren Widener	Councilwoman Susan Hone
4. Emeryville	Vice Mayor Wallace E. Fox	Councilman Donald J. Neary
5. Fremont	Councilman Gene Rhodes	Mayor Donald F. Dillon
6. Hayward		Mayor Ilene Weinreb
7. Livermore	Mayor Robert A. Pritchard	Vice Mayor Archer H. Futch
8. Newark	Mayor James E. Balentine	Councilman Robert T. Plowright
9. Oakland	Councilman Felix Chialvo	Mayor John H. Reading
10. Piedmont	Councilman Arthur R. Flegal	Mayor Anthony Loughran
11. Pleasanton	Councilman William J. Herlihy	Mayor S. Floyd Mori
12. San Leandro	Mayor Jack D. Maltester	Vice Mayor William F. Suerstedt
13. Union City	Mayor Tom Kitayama	Councilman Richard N. Oliver

CITIESOFFICIAL REPRESENTATIVEALTERNATEContra Costa County

14. Antioch	Councilman Louise Giersch	Councilman Nick Rodriguez
15. Brentwood	Councilman Douglass Hanner	Mayor George G. Gambel
16. Clayton	Mayor Charles D. Evans	
17. Concord	Councilman William H. Dixon	Vice Mayor Richard La Pointe
18. El Cerrito	Councilman Richard H. Bartke	Vice Mayor Gary E. MacLaren
19. Hercules	Mayor Ralph V. Williams	Vice Mayor Gene L. Woodfield
20. Lafayette	Councilman Ned Robinson	Councilwoman Barbara Langlois
21. Martinez	Councilman Harold "Ted" Radke	
22. Pinole	Vice Mayor James F. Chakedis	Councilman Robert M. Smith
23. Pittsburg	Councilman George Lowy	Vice Mayor Ralph Downing
24. Pleasant Hill	Councilman Lenard E. Grote	Councilman Robert I. Harman
25. Richmond	Councilman Gay Vargas	Councilman Nathaniel Bates
26. San Pablo	Vice Mayor Willem Berkhout	
27. Walnut Creek	Mayor Sanford M. Skaggs	Councilman James L. Hazard

Marin County

28. Belvedere	Councilwoman Sherry C. Levit	Mayor David E. Bordon
29. Corte Madera	Councilwoman Jana Haehl	Councilman Joel Shawn
30. Fairfax	Councilman Jean-Marie Mahoney	Councilman Randall Garrison
31. Larkspur	Mayor Joan L. Sestak	Councilman William Fleckles
32. Mill Valley	Councilman Robert E. Capron	Vice Mayor Jean Barnard
33. Novato	Councilwoman Gail Wilhelm	Councilman David Milano
34. Ross	Mayor Fredrick S. Allen	Councilman Julie Osterloh
35. San Anselmo	Councilman Pieter Toal	Vice Mayor John Colteaux
36. San Rafael	Councilman Lawrence E. Mulryan	Councilman Fred E. Jensen
37. Sausalito	Mayor Evert H. Heyneman	
38. Tiburon	Councilman E. Bruce Ross	Vice Mayor George L. Ellman

Napa County

39. Calistoga	Mayor Pro Tem Clarence Thom	Councilman C.W. "Bill" Smith
40. Napa	Mayor Ralph C. Bolin	Councilwoman Dorothy Searcy
41. St. Helena		

San Francisco County

42. San Francisco	Mayor Joseph L. Alioto	Mr. Thomas J. Mellon, CAO
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San Mateo County

43. Belmont	Councilman Eugene P. Sullivan	Mayor Ferdinand Giuliani
44. Brisbane	Councilman Paul F. Goercke	Councilman Art Montenegro, Jr.
45. Burlingame	Councilwoman Dorothy Cusick	Vice Mayor Irving S. Amstrup
46. Daly City	Mayor Pro Tem Victor G. Kyriakis	Councilman Paul M. Hupf
47. Foster City		
48. Half Moon Bay		
49. Menlo Park	Councilman Robert J. Stephens	Councilman James W. Calloway
50. Millbrae	Councilman Arthur Lepore	Mayor William G. Glang
51. Pacifica	Mayor Aubrey Lumley	Councilman Grace McCarthy
52. Portola Valley	Vice Mayor Robert V. Brown	Councilman John A. Wilson
53. Redwood City	Councilwoman Mary Henderson	Councilman Robert E. Norris
54. San Bruno		

CITIESOFFICIAL REPRESENTATIVEALTERNATESan Mateo County

55. San Carlos	Mayor Thor Madison	Councilman David Nolan
56. San Mateo	Mayor Floyd E. Welch	Councilman John J. Murray, Jr.
57. South San Fran.	Mayor Terry J. Mirri	Vice Mayor Richard A. Battaglia
58. Woodside	Councilman Suzanne Weeks	

Santa Clara County

59. Campbell	Councilman W. R. Podgorsek	Councilman Dean R. Chamberlin
60. Cupertino	Mayor Pro Tem James E. Jackson	Councilman Donald A. Frolich
61. Gilroy	Mayor Pro Tem George T. Duffin	Councilman David V. Stout
62. Los Altos	Councilwoman Audrey H. Fisher	
63. Los Altos Hills	Councilman Leslie A. Helgesson	Councilman Diana S. Miller
64. Los Gatos	Councilman Albert B. Smith	Councilman Mark B. DiDuca
65. Milpitas		Councilman James H. Clement
66. Morgan Hill	Councilman Daniel Bertelli	
67. Mountain View	Vice Mayor Judith Moss	Mayor Joseph Cusimano
68. Palo Alto	Councilman Stanley R. Norton	Councilman Roy L. Clay
69. San Jose	Councilwoman Susanne Wilson	Mayor Norman Mineta
70. Santa Clara	Councilman William A. Gissler	Councilman Daniel V. Texera
71. Saratoga	Councilman Rodney J. Diridon	Councilman John A. Brigham, Jr.
72. Sunnyvale	Vice Mayor Donald E. Koreski	Councilman Charlie Allen

Solano County

73. Dixon	Councilman James Stephens	Councilwoman Alice E. Ary
74. Fairfield	Vice Mayor William Jenkins	Councilman Gary Falati
75. Suisun City	Mayor Guido E. Colla	Vice Mayor Manuel Baracosa
76. Vacaville	Councilman A. T. Chancellor	Vice Mayor N. Bert Hassing
77. Vallejo	Councilman Larry L. Asera	Councilman Gary Dubnoff

Sonoma County

78. Cloverdale	Councilman Ralo D. Bandiera	Councilman Joseph A. Pena
79. Cotati		Vice Mayor Harry Fassio
80. Healdsburg	Mayor William R. Lucius	
81. Petaluma	Mayor Helen Putnam	Councilman Fred Mattei
82. Rohnert Park	Councilman Warren K. Hopkins	Councilman Vernon P. Smith
83. Santa Rosa	Councilman Gregory Jones, Jr.	Vice Mayor Murray A. Zatman
84. Sebastopol	Councilman Herbert E. Lukas	
85. Sonoma	Councilwoman Nancy Parmelee	Councilman Thomas J. Pitts

OFFICERS

PRESIDENT: Supervisor Warren N. Boggess, Contra Costa County
 VICE PRESIDENT: Councilman Lenard E. Grote, City of Pleasant Hill
 SECRETARY-TREASURER: Revan A. F. Tranter

EXECUTIVE COMMITTEE

<u>COUNTY OF:</u>	<u>OFFICIAL REPRESENTATIVE</u>	<u>ALTERNATE REPRESENTATIVE</u>
Alameda	*Supervisor Joseph P. Bort *Supervisor Fred F. Cooper	Supervisor Thomas H. Bates Supervisor Robert E. Hannon
Contra Costa	**Supervisor James P. Kenny **Supervisor James E. Moriarty	Supervisor Edmund A. Linscheid Supervisor Alfred M. Dias
Marin	*Supervisor Michael Wornum	Supervisor Peter R. Arrigoni
Napa	*Supervisor John Tuteur	Supervisor Ginny Simms
San Francisco	*Supervisor Dianne Feinstein *Supervisor Terry A. Francois	Supervisor Dorothy von Beroldingen Supervisor Robert E. Gonzales
San Mateo	**Supervisor Jean Fassler **Supervisor William H. Royer	Supervisor Robert St. Clair Supervisor James V. Fitzgerald
Santa Clara	*Supervisor Dan McCorquodale *Supervisor Victor Calvo	Supervisor Dominic L. Cortese Supervisor Sig Sanchez

CITIES IN THE
COUNTY OF:

Alameda	**Councilwoman Susan Hone (Berkeley) **Mayor James Balentine (Newark)	Councilman Patrick Griffin (Albany) Mayor Don Dillon (Fremont)
Contra Costa	*Councilman Louise Giersch (Antioch) *Councilman Ned Robinson (Lafayette)	Councilman Richard H. Bartke (El Cerrito) Vice Mayor Willem Berkhout (San Pablo)
Marin	**Councilman E. Bruce Ross (Tiburon)	Mayor Evert Heynneman (Sausalito)
Napa	**Mayor Ralph C. Bolin (Napa)	Councilman Lowell Smith (St. Helena)
San Francisco	**Mayor Joseph L. Alioto **Mr. Thomas J. Mellon, CAO **Mr. John H. Tolan, Jr.	Mr. Dean Macris Mr. Thomas G. Miller Supervisor John L. Molinari
San Mateo	*Mayor Anthony Governale (San Bruno) *Councilman Nat Landes (Woodside)	Councilman Robert J. Stephens (Menlo Park) Mayor Aubrey M. Lumley (Pacifica)
Santa Clara	**Councilman William R. Podgorsek (Campbell) **Councilman Rodney Diridon (Saratoga)	Vice Mayor Donald E. Koreski (Sunnyvale) (Alternate to be appointed)
Solano	*Councilman A. T. Chancellor (Vacaville)	Councilman Larry L. Asera (Vallejo)
Sonoma	*Vice Mayor Jack W. Cavanagh, Jr. (Petaluma)	Councilwoman Nancy Parmelee (Sonoma)
CITY OF OAKLAND	**Councilman Joshua Rose **Councilman Felix F. Chialvo **Councilman Fred Maggiora	Councilman George J. Vukasin Vice Mayor Raymond L. Eng Councilman John Sutter
CITY OF SAN JOSE	**Vice Mayor Janet Gray Hayes **Councilwoman Susanne Wilson **Councilman Alfredo Garza, Jr.	Mayor Norman Mineta Councilman Roy Naylor Councilman Jim Self

*Term of office: July 1, 1973 - June 30, 1975

**Term of office: July 1, 1974 - June 30, 1976

ADVISORY MEMBER, Mrs. William Eastman, Regional Water Quality Control Board

ALTERNATE ADVISORY MEMBER, Mr. Louis P. Martini, Regional Water Quality Control Board

ASSOCIATION OF BAY AREA GOVERNMENTS
COOPERATING MEMBERS TOTAL: 26

Bay Area Air Pollution Control District
939 Ellis Street
San Francisco, California 94109

Bay Area Rapid Transit District
800 Madison Street
Oakland, California 94607

Belmont County Water District
P.O. Box 158
Belmont, California 94002

Bolinas Community Public Utility
District
P.O. Box 345
Bolinas, California 94924

Central Contra Costa Sanitary District
P.O. Box 5266
Walnut Creek, California 94597

County Sanitation District No. 2
of Santa Clara County
18 North San Pedro
San Jose, California 95110

County Sanitation District No. 3
of Santa Clara County
18 North San Pedro
San Jose, California 95110

County Sanitation District No. 4
of Santa Clara County
100 E. Sunnyside Avenue
Campbell, California 95008

Crockett-Valona Sanitary District
P.O. Box 578
Crockett, California 94525

East Bay Municipal Utility District
2130 Adeline Street
Oakland, California 94623

East Bay Regional Park District
11500 Skyline Boulevard
Oakland, California 94619

Fairfield-Suisun Sewer District
P.O. Box 102
Fairfield, California 94533

Greater Vallejo Recreation District
395 Amador Street
Vallejo, California 94590

Hayward Area Recreation & Park
District
1015 E Street
Hayward, California 94543

Menlo Park Sanitary District
500 Laurel Street
Menlo Park, California 94025

Napa Sanitation District
P.O. Box 2068
Napa, California 94558

North San Mateo County Sanitation
District
153 Lake Merced Boulevard
Daly City, California 94015

Novato Sanitary District
P.O. Box 525
Novato, California 94947

Oro Loma Sanitary District
P.O. Box 95
San Lorenzo, California 94580

Port of Oakland Executive Offices
66 Jack London Square
Oakland, California 94607

Redevelopment Agency of the City
and County of San Francisco
939 Ellis Street
San Francisco, California 94109

San Pablo Sanitary District of
Contra Costa Co.
P.O. Box 65
San Pablo, California 94806

Sanitary District No. 1 of Marin Co.
103 East Sir Francis Drake Blvd.
Greenbrae, California 94904

Tiburon Sanitary District
P.O. Box 227
Tiburon, California 94920

Union Sanitary District
4057 Baine Avenue
Fremont, California 94536

Valley Community Services District
P.O. Box 2206
Dublin, California 94566

ASSOCIATION OF BAY AREA GOVERNMENTS

CITIZEN SERVICES SUBCOMMITTEE

TYPE: Subcommittee of the Executive Committee

FUNCTIONS: Survey the Association's needs for citizen participation and make policy recommendations to the Executive Committee regarding:

1. Processes for the conduct of public opinion to the Executive Committee on specific issues.
2. Meeting citizen participation requirements incorporated in guidelines from various federal agencies.
3. Funding citizen input activities.
4. Encouraging public participation in the regional planning process.

COMPOSITION: Seven elected officials who are members of the Association's Executive Committee. The Public Affairs Department provides services to the subcommittee.

MEMBERSHIP: 1974

Mayor James Balentine, Chairman	Newark
Councilman, Richard Bartke	El Cerrito
Councilman Alfredo Garza	San Jose
Supervisor James Kenny	Contra Costa County
Supervisor Dan McCorquodale	Santa Clara County
Supervisor Ginny Simms	Napa County

ASSOCIATION OF BAY AREA GOVERNMENTS

FINANCE AND PERSONNEL SUBCOMMITTEE

TYPE: Subcommittee of the Executive Committee

FUNCTIONS: Study and submit reports and recommendations to the Executive Committee regarding the following matters:

1. The proposed annual budget prepared by the Executive Director, as per Articles V, VIII and IX of the Bylaws.
2. The annual audit of the financial affairs of the Association required by Article IX of the Bylaws and audits for funding agencies.
3. The financial and budgetary status of the Association and the reports to the General Assembly required by Article V of the Bylaws.
4. Personnel rules and regulations and procedures.
5. Salary and benefits plans.
6. Review and monitor work program expenditures as compared to approved program budgets.
7. Such other matters as may be assigned to the Subcommittee by the Executive Committee including litigation.

COMPOSITION: Six members of the Executive Committee, three representing cities and three representing counties, as required by Article V of the Bylaws. The Executive Director shall serve as Secretary to the Committee.

MEMBERSHIP: 1974

Supervisor Fred F. Cooper, Chairman	Alameda County
Supervisor Victor Calvo	Santa Clara County
Vice Mayor Jack W. Cavanagh, Jr.	Petaluma
Councilman Felix F. Chialvo	Oakland
Thomas J. Mellon C.A.O.	San Francisco
Supervisor William H. Royer	San Mateo County

Ex Officio

Warren Boggess	Contra Costa County
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Legal Counsel

Arthur Harris

ASSOCIATION OF BAY AREA GOVERNMENTS

REGIONAL HOME RULE GOALS COMMITTEE

TYPE: Policy Committee of the Association

FUNCTIONS: Study and submit reports and recommendations to the Executive Committee and General Assembly regarding the following matters:

1. Develop recommendations for a legislative program.
2. Analyze alternative proposals affecting regional organization and ABAG's structure for policy development and goals formulation.
3. Develop recommendations for Association policy on all aspects of existing and future regional organization.
4. Such other matters as may be assigned to the Committee by the Executive Committee.

COMPOSITION: Eleven officials of Association members; President and Vice President of the Association ex officio members. The Public Affairs Department provides services to the Committee.

MEMBERSHIP: 1974

Councilman Louise Giersch, Chairman	Antioch
Mayor Ralph Bolin	Napa
Councilman Rodney J. Diridon	Saratoga
Councilwoman Mary W. Henderson	Redwood City
(Mr. Dave Johnson, alternate to Mayor Reading)	(Oakland)
Professor Victor Jones	U.C. Berkeley
Councilman Arthur Lepore	Millbrae
Mayor William Lucius	Healdsburg
Mr. Thomas J. Mellon, CAO	San Francisco
Mr. Wesley McClure, City Manager	San Leandro
Mayor John Reading	Oakland
Supervisor Marshall Sears	Napa County
(Mr. John Tolan, alternate to Mr. Mellon)	(San Francisco)
Mr. Edward G. Wohlenberg, City Manager	Pinole

EX OFFICIO

Supervisor Warren Boggess, ABAG President	Contra Costa County
Councilman Lenard Grote, ABAG Vice President	Pleasant Hill

ASSOCIATION OF BAY AREA GOVERNMENTS

COMMITTEE ON REGIONAL PLANNING

1973-74

TYPE: Standing Committee of the AssociationFUNCTION: Study and submit reports and recommendations to the Executive Committee regarding the following matters:

1. The preparation and adoption of a Recommended Regional Plan for the San Francisco Bay Area.
2. The form and contents of the Regional Plan Program.
3. Such other matters as may be assigned to it by the Executive Committee.

COMPOSITION: Eighteen officials of the Association members. The Association staff shall provide secretarial and technical services at the request of the Committee.MEMBERSHIP: 1973-74

Supervisor Michael Wornum, Chairman
 Mayor Joseph L. Alioto
 Councilwoman Robbieburr Berger
 Supervisor Joseph P. Bort
 Mrs. William Eastman

Supervisor Jean Fassler
 Councilman Arthur Flegal
 William Fraley, Planning Director
 Mayor Anthony Governale
 Councilwoman Mary Henderson
 (James Hickey, alternate to William Fraley)
 Councilman James Jackson
 Allan Jacobs, Planning Director
 (Dave Johnson, alternate to Mayor John Reading)
 Supervisor James P. Kenny
 Councilwoman Margaret Kovar
 (Dean Macris, alternate to Mayor Joseph Alioto)
 (Louis Martini, alternate to Barbara Eastman)

Supervisor Ralph H. Mehrkens
 Mayor John H. Reading
 William Rugg, Community Development Officer
 Vice Mayor Geoffrey Steel
 Supervisor John Tuteur
 (George Williams, alternate to Allan Jacobs)
 Councilwoman Susanne Wilson

Marin County
 San Francisco
 Fairfield
 Alameda County
 Regional Water Quality
 Control Board
 San Mateo County
 Piedmont
 Alameda County
 San Bruno
 Redwood City
 (Alameda County)
 Cupertino
 San Francisco
 (Oakland)
 Contra Costa County
 Walnut Creek
 (San Francisco)
 (Regional Water Quality
 Control Board)
 Santa Clara County
 Oakland
 San Leandro
 Fremont
 Napa County
 (San Francisco)
 San Jose

ASSOCIATION OF BAY AREA GOVERNMENTS

OCEAN COASTLINE PLANNING COMMITTEE

TYPE:

1. Temporary Advisory Committee of ABAG.
2. Term - Phase IV Regional Ocean Coastline Plan Program.
3. Under the general guidance and direction of the Regional Planning Committee in matters relating to coastal plan amendments and refinements and coordination of such planning with the comprehensive Regional Planning Program.

CHARGE:

1. Review and process coastal plan amendments proposed by ABAG members.
2. Assess local-regional plan consistency.
3. Continue liaison with the Regional Coastal Conservation Commissions.
4. Clarify and refine relationships with other regional agencies and with State and local agencies.
5. Refine land regulation and acquisition policies.
6. Such other matters as may be assigned to it by the Regional Planning Committee or the Executive Committee.

RELATIONSHIP WITH OTHER ABAG COMMITTEES:

1. On matters that do not relate directly to Coastal Plan amendment or refinement or coordination with the Comprehensive Regional Planning Program, the Ocean Coastline Planning Committee may report directly to the Executive Committee or other relevant ABAG committees.

COMMITTEE DEVELOPMENT AND VOTING REPRESENTATION:

- Step One: Develop the framework for evaluating proposed changes in the Coastal Plan. During Step One the Committee would consist of a maximum of seven representatives consisting of elected officials from the four coastal counties and three at large.
- Step Two: Evaluate proposed plan amendments, including wide public review. During Step Two the Committee would consist of broader representation.

TECHNICAL STAFF:

The Association staff shall provide secretarial and technical services at the request of the Committee.

- 2 -

STEP ONE COMMITTEE:

Councilman Lenard Grote, Chairman
Councilman Fred Mattei
Supervisor Gary Giacomini
- Vacancy -

Mayor Ilene Weinreb
Supervisor Dan McCorquodale
Councilman Lawrence Alleman

Pleasant Hill
Petaluma
Marin County
City and County
of San Francisco
Hayward
Santa Clara County
Half Moon Bay

ASSOCIATION OF BAY AREA GOVERNMENTS

REGIONAL HOUSING TASK FORCE

TYPE: Policy Committee of the Association.

FUNCTION: The Task Force is charged with:

1. The development of a regional housing planning process;
2. The initiation of the development of a regional housing plan;
3. The development of guidelines for HUD use in distributing housing funds in the region.

(See Framework for a Regional Role in Housing, March, 1972.)

COMPOSITION: Elected officials (some of whom are members of ABAG), housing consumers (citizens), housing producers and lenders, academicians, others.

MEMBERSHIP: As of January 1, 1974

<u>Name</u>	<u>Description</u>	<u>Category</u>
Richard Alexander	Alameda County Human Relations Commission, Oakland	Citizen
Booker T. Anderson	Mayor, City of Richmond	Elected Official
Larry L. Asera	Councilman, City of Vallejo	Elected Official
Margaret Azevedo	County Planning Commissioner Marin County, CASA	Citizen
James Belda	Singer Housing, San Leandro	Builder
Cliff Boxley	PROBE, Community Action Agency, San Mateo County	Citizen
Art Carter	Secretary-Treasurer, Central Labor Council Contra Costa County	Labor
Marie Converse	League of Women Voters OCCUR, Oakland	Citizen
Joseph Cowan	San Francisco Citizens Savings & Loan Association San Francisco	Finance

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<u>Name</u>	<u>Description</u>	<u>Category</u>
Mary Davey	Mid-Peninsula Citizens for Fair Housing Los Altos Hills	Citizen
James A. Day	Radiation Laboratory Employee, Livermore	Citizen
Ethel Dotson	California & Richmond Welfare Rights Organizations	Citizen
John Douglas	Lomas-Nettleton San Francisco	Finance
Ruben Flores*	Property & Code Enforcement Department, San Jose	Citizen
Gertrude Hall	Senior Citizen President Commission on Aging, Martinez	Citizen
Joseph E. Hall	San Francisco Associates	Citizen
Janet Gray Hayes	Vice Mayor, San Jose	Elected Official
Aileen Hernandez	National Committee Against Discrimination in Housing San Francisco	Citizen
William Holsman	Chairman, SPUR Housing Committee, San Francisco	Citizen
Fred Ivey	Project Director, Model Cities Program, Merritt College, Oakland	Citizen
Larry A. Joyner	Director, East Oakland- Fruitvale Planning Council	Citizen
Sophia Kreling	Glen Ridge Housing Associa- tion, San Francisco	Citizen
Bill Leonard	Vice-President, Greater Eastbay Association of Homebuilders, Berkeley	Homebuilder Representative
George Lowy	Councilman, City of Pittsburg	Elected Official
James Nelson	Page Street Housing Corporation, San Francisco	Citizen

*Liaison

-3-

<u>Name</u>	<u>Description</u>	<u>Category</u>
E. Ross Parkerson	City of Fairfax	Citizen
Herbert Rhodes	Chairman, East Palo Alto Municipal Council	Citizen
Joshua Rose	Councilman, City of Oakland	Elected Official
Alan Rothenberg	Financial Support San Francisco	Finance
Ed Tom	Chairman, Tom Association Chinatown, San Francisco	Citizen
William Wheaton	Dean, College of Environ- mental Design, U.C. Berkeley	Academic

ASSOCIATION OF BAY AREA GOVERNMENTS

REGIONAL OPEN SPACE TASK FORCE

1974

TYPE:

1. Temporary Advisory Committee of the Association.
2. Term - May, 1973, to October, 1974.
3. Under the general guidance and direction of the Regional Planning Committee in matters relating to preparation of a Regional Open Space Plan - Phase III and coordination of such planning with other functional planning programs.

FUNCTION:

1. Direct Staff and consultants in the preparation of a preliminary report Regional Open Space Plan - Phase III for recommendation to the Regional Planning Committee. Such report shall include an implementation program with recommendations on the local-regional role in carrying out the open space element of the comprehensive Regional Plan. Sit jointly with other ABAG committees as necessary and appropriate in the development of such recommendations.
2. Organize and implement a public process to encourage maximum input from all affected groups throughout the planning process. Recommend to the Executive Committee at the end of the third meeting of the Task Force the procedure to be followed and the citizen, technical, and coordinative relationships to be established in the conduct of the planning process.
3. Make regular reports to all ABAG committees and the General Assembly on the progress of the planning process.
4. On matters that do not relate directly to Phase III plan preparation or coordination with the comprehensive Regional Planning Program, the Task Force may report directly to the Executive Committee or the relevant ABAG committee.
5. Such other matters as may be assigned to it by the Executive Committee.

COMPOSITION:

Composition of Voting Representation: nine elected officials and eight non-elected officials. Non-Voting Representation as approved by the Executive Committee in Function 2 above.

MEMBERSHIP: 1973-74

Mr. Donn L. Black, Chairman	Lafayette
Mr. Richard Bell	Operating Engineers, Local Union No. 3
Mrs. Dorothy Erskine	People for Open Space
Councilman Alfredo Garza, Jr.	San Jose
Professor Lenneal Henderson	California State University at San Francisco
Councilwoman Susan Hone	Berkeley
Professor T. J. Kent, Jr.	University of California, Berkeley
Mr. Robert Kirkwood	AREA, President of SPUR
Councilman Nat Landes	Woodside
Thomas J. Mellon, CAO	San Francisco County
Councilman Lawrence E. Mulryan	San Rafael
Mr. Keith Roberts	S.F. Bay Chapter, Sierra Club
Councilman Daniel T. Ruggles	Sonoma
Supervisor Robert St. Clair	San Mateo County
Supervisor Ginny Simms	Napa County
Mrs. Geri Stewart	League of Women Voters
Mr. Paul B. Wineman	Bay Area Council

ASSOCIATION OF BAY AREA GOVERNMENTS

ABAG/MTC JOINT REGIONAL AIRPORT PLANNING COMMITTEE

TYPE: Joint Committee of the Association and the Metropolitan Transportation Commission

FUNCTION: Conduct studies and submit reports and recommendations to the Executive Committee and to the Commission regarding the following matters:

1. Airport development, development policies and proposed legislation within and/or related to the Bay Area;
2. Monitoring, updating and refinement of the Regional Airport Systems Study's Final Plan, as adopted by the ABAG Executive Committee;
3. Formulation of policy guidelines for the development of an aviation element of the Regional Transportation Plan;
4. Such other tasks as may be assigned by the Executive Committee or by the Commission or which are necessary for compliance with State and/or Federal requirements.

COMPOSITION: Eight elected officials representing the nine Bay Area Counties, the three members of the Bay Area Study on Aviation Requirements, (BASAR) and one representative of the State Department of Transportation. Such ex-officio non-voting members as the Association and the Commission may determine.

MEMBERSHIP: Appointed by the Association of Bay Area Governments:

Mayor Sanford Skaggs, Walnut Creek
 Supervisor Ralph H. Mehrkens, Santa Clara County
 Thomas Hannigan, Fairfield
 Mayor Helen Putnam, Petaluma

Appointed by the Metropolitan Transportation Commission:

Supervisor Joseph P. Bort, Alameda County
 William Lawson, San Mateo County
 Larry E. Hoyt, Marin and San Francisco Counties
 John R. Hancock, Napa County

BASAR Representatives:

Ben E. Nutter, Executive Director, Port of Oakland
 (Alternate, Walter Abernathy)
 James M. Nissen, Manager, San Jose Municipal Airport
 William J. Dwyer, Director, San Francisco International Airport
 (Alternate, Thomas Bertken)

State Department of Transportation

Leo Trombatore, Deputy District Director, Planning,
 District 04

ASSOCIATION OF BAY AREA GOVERNMENTS

ABAG/MTC JOINT POLICY COMMITTEE

TYPE: A standing advisory committee of ABAG and MTC

FUNCTIONS: Study and submit reports and recommendations to the appropriate policy bodies and committees of ABAG and MTC and advise Joint Program staff on the following matters:

1. Annual Joint Work Programs of ABAG and MTC
2. Selection of corridor or subregional areas for analysis and evaluation by Joint Program staff and other agencies, as appropriate
3. Review and coordination of corridor and subregional plans that result from such evaluation
4. Review of proposed plans and projects of mutual interest at the request of the MTC full Commission and/or ABAG Executive Committee
5. Amendments and revisions to the ABAG Regional Plan and MTC Regional Transportation Plan which result from the above functions

COMPOSITION: Three elected officials representing ABAG
 Three elected officials representing MTC
 One elected official representing both ABAG and MTC

MEMBERSHIP: 1974

Councilman Louise Giersch, Chairman (ABAG/MTC)	Antioch
Supervisor Joseph Bort (MTC)	Alameda County
Commissioner John Crowley (MTC)	San Francisco
Mayor Don Dillon (ABAG)	Fremont
Commissioner A. W. Gatov (MTC)	Marin County
Councilwoman Mary Henderson (ABAG)	Redwood City
Supervisor John Tuteur (ABAG)	Napa County

ASSOCIATION OF BAY AREA GOVERNMENTS

BAY DELTA SOLID WASTE ACTION COMMITTEE

Type: Ad hoc committee of contributing agencies. Staff services provided by ABAG under an EPA grant to ABAG on behalf of the Action Committee.

Functions:

1. To identify the direct participants in the pilot scale solid waste demonstration.
2. To recommend a financial plan for the operation of the demonstration.
3. To initiate formation of an intergovernmental structure to carry out the demonstration.

Composition: Voting Members: representatives and alternates from each contributing agency and

Official Observers: representatives of State and Federal agencies and civic organizations.

Membership: 1973

Voting Members:

Cities

Antioch	Councilman Nick Rodriquez (Rep.) Tom Oglesby, City Manager (Alt.)
Berkeley	Ariel Parkinson, President, Solid Waste Mngmt. Comm. (Rep.) Richard Gazlay, Dept. of Services (Alt.)
Livermore	William Parness, City Manager (Rep.) Daniel Lee, Public Works Director (Alt.)
Oakland	Councilman Fred Maggiora (Rep.)
Palo Alto	Councilwoman Enid Pearson (Rep.) Warren Deverel, Asst. City Manager (Alt.)
Pleasanton	Mayor Robert I. Reid (Rep.) William Edgar, City Manager (Alt.)
San Leandro	Wes McClure, City Manager (Rep.) Dick Randall (Alt.)
Vallejo	Councilman Larry Asera (Rep.) Councilman James Bertuzzi (Alt.)

Counties

Alameda	Sara Conner, Solid Waste Plan Advisory Committee (Rep.) Ron Eggers, Planning Dept. (Alt.)
Contra Costa	Victor Sauer, Public Works Director (Rep.) Jack Port, Dept. of Public Works (Alt.)
Marin	Ray Foreaker, Public Works Director (Rep.) George Davison, Dept. of Public Works (Alt.)
San Francisco	Supervisor Dianne Feinstein (Rep.)
Santa Clara	Supervisor Dan McCorquodale (Rep.) Jack Elwanger, Asst. to Sup. McCorquodale (Alt.)

COG

San Joaquin County Council of Governments
Councilman Ben Schaffer, Lodi, COG President (Rep.)
Peter Verdoorn, Ex. Director, COG (Alt.)

Districts

Central Contra Costa Sanitary District

John Bohn, Counsel for the District (Rep.)

William Dalton, Dep. General Manager (Alt.)

East Bay Municipal Utility District

Walter Anton (Rep.)

Lee B. Hertzberg (Alt.)

South County Garbage and Refuse Disposal District (San Mateo County)

Joseph Zucca, President (Rep.)

Industry

California Refuse Removal Council, Northern District

Leonard Stefanelli, Sunset Scavenger Company (Rep.)

Wayne Trewhitt, Easley and Brassy Corporation (Alt.)

BYLAWS
of the
ASSOCIATION OF BAY AREA GOVERNMENTS
As Amended February 21, 1974

PREAMBLE

The Association of Bay Area Governments is hereby created as an agency established by agreement among its members pursuant to the Joint Exercise of Powers Act. The Association is organized for the permanent establishment of a forum for discussion and study of metropolitan area problems of mutual interest and concern to the counties and cities of the San Francisco Bay Area and for development of policy and action recommendations.

ARTICLE I. FUNCTIONS

The functions of the Association shall include:

- A. Review of Governmental Proposals. The review of proposals for metropolitan area or regional governmental units or agencies, and the making of appropriate policy or action recommendations.
- B. Study of Metropolitan Area Problems. The identification and study of problems, functions and services in the San Francisco Bay Metropolitan Area, and the making of appropriate policy or action recommendations.
- C. Other Functions. Such other metropolitan or regional functions as the General Assembly shall deem appropriate for the Association.

ARTICLE II. DEFINITIONS

A. Metropolitan Problem. A metropolitan problem is one that meets the following criteria:

- 1. The geographic area in which the problem is evident must include at least a portion of each of the nine Bay Area counties, as enumerated in these Bylaws, and the solution of which evidently will not be achieved through conventional methods or through intercounty cooperation; and
- 2. A solution is required by considerations of public health, safety or welfare.

B. Regional Problem. A regional problem is one that meets all the criteria for a metropolitan problem except that the geographic area includes less than a portion of each county considered to be within the metropolitan area as defined in these Bylaws.

C. Association. The Association, as used in these Bylaws, means the Association of Bay Area Governments as established by these Bylaws.

D. General Assembly. As used in these Bylaws, means a meeting of the official representatives of the members of the Association of Bay Area Governments.

E. Official Representative. As used in these Bylaws, means the mayor or member of the governing body of each member city and the chairman of the board of supervisors or member of the governing body of each member county, or their duly designated alternates.

ARTICLE III. MEMBERSHIP AND MEETINGS

A. Membership

1. All cities and all counties within the area of the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma are eligible for membership in the Association of Bay Area Governments. The mayor or member of the governing body of each member city and the chairman of the board of supervisors or member of the governing body of each member county, or their respective alternates, shall represent such members in the General Assembly. Alternates shall be designated by the city councils or the boards of supervisors, and must be members of those bodies, except in the City and County of San Francisco. The mayor of the City of San Francisco may designate as his alternate any officer of the City and County of San Francisco. This officer need not be an elected official of the City and County of San Francisco.
2. Each member county and city shall have one seat in the General Assembly. San Francisco shall be counted as both a city and county for purposes of membership. Each city incorporated within the nine Bay Area counties enumerated above after the formation of the Association shall automatically be entitled to membership, subject to the provisions of Subsection 3 of this Section A.
3. Membership shall be contingent upon the execution of the Joint Powers Agreement and the payment by each county and city of each annual assessment and each annual membership fee.
4. Any county or city in the nine-county area, set forth in Subsection A. 1 of this Article III, may become a member after the initial formation of this Association, provided that all provisions of Article III are met by the jurisdiction seeking membership.

B. Meetings

1. Regular meetings of the General Assembly shall be held twice each year. The annual meeting shall be held in the month of February and the other regular meeting in the fall. Special meetings of the General Assembly may be called by the Executive Committee upon its own motion and shall be called by the Executive Committee upon written request of 15 member cities and 3 member counties. Ten days written notice of a special meeting shall be given to the official representatives of each member county and city.

An agenda specifying the subject of the special meeting shall accompany the notice.

2. The time, date, and location of both regular meetings of the General Assembly shall be determined by the Executive Committee.
3. Notice of both regular meetings of the General Assembly shall be given to the official representative of each member county and city at least 30 days prior to each meeting. An agenda for the meeting shall accompany the notice.
4. The Executive Committee shall meet at least four times each year. Additional meetings shall be held upon the call of the Chairman or upon the call of five members of the Executive Committee.
5. Other Association committees shall meet on the call of their chairmen.

C. COOPERATING MEMBERS

1. Subject to the approval of the Executive Committee, any governmental entity which is not eligible for membership under Article III, Section A., of these Bylaws, may elect to join the Association of Bay Area Governments as a Cooperating Member.
2. Cooperating Members shall be entitled to attend all meetings of the General Assembly and of the Executive Committee, but shall not be entitled to vote or participate in debate.
3. Cooperating Members shall be entitled to receive all reports, pamphlets, and other written materials of the Association on the same basis as regular members.
4. The Membership Assessment of Cooperating Members shall be \$150 per year for an agency with an annual operating budget of \$2 million or less, and \$300 per year for an agency with an annual operating budget which exceeds \$2 million, as reported by the most recent Annual Report of the State Controller for special districts, school districts, or irrigation districts, or the most recently adopted or revised budget of other agencies.

ARTICLE IV. GENERAL ASSEMBLY

The powers and functions of the General Assembly shall include:

- A. The making of policy decisions and the determination of policy matters for the Association.
- B. Any official representative may at any meeting of the General Assembly propose a subject or subjects for study by the Association. The General Assembly may take action upon such proposals and, if requested by any official representative, determine whether a study will be made of the subject or subjects so proposed or may refer such subject or subjects to the Executive Committee.

C. Any official representative may at any meeting of the General Assembly request review by the General Assembly of any action of the Executive Committee which has been taken between meetings of the General Assembly.

D. Each year at its annual meeting the General Assembly shall review the proposed budget, assessment schedule and annual membership fee submitted by the Executive Committee and shall adopt an annual budget, and assessment schedule, and an annual membership fee.

ARTICLE V. EXECUTIVE COMMITTEE

A. Executive Committee. There shall be an Executive Committee of the Association which shall be organized and shall be responsible for functions as hereinafter set forth:

1. Voting Membership. The voting membership of the Executive Committee shall consist of 35 members, selected as follows:
 - a. Alameda County. Two official representatives of the county to be appointed by the Board of Supervisors; two official representatives of member cities within the county to be appointed by the mayors of member cities meeting in conference, and three official representatives to be appointed by the City Council of the City of Oakland.
 - b. Contra Costa County. Two official representatives of the county to be appointed by the Board of Supervisors; two official representatives of member cities within the county to be appointed by the mayors of member cities meeting in conference.
 - c. Marin County. One official representative of the county to be appointed by the Board of Supervisors, and one official representative of member cities within the county to be appointed by the mayors of member cities meeting in conference.
 - d. Napa County. One official representative of the county to be appointed by the Board of Supervisors, and one official representative of member cities within the county to be appointed by the mayors of member cities meeting in conference.
 - e. San Francisco City and County. The Mayor and one other elective or appointive officer of the City and County appointed by the Mayor, two official representatives of the City and County appointed by the Board of Supervisors, and a fifth official representative to be appointed alternately by the Mayor and the Board of Supervisors, with the first such appointment to be made by the Mayor or the Board of Supervisors as determined by lot.
 - f. San Mateo County. Two official representatives of the county to be appointed by the Board of Supervisors; two official representatives of member cities within the county to be appointed by the mayors of member cities meeting in conference.
 - g. Santa Clara County. Two official representatives of the county to be appointed by the Board of Supervisors, two official representatives

of member cities within the county to be appointed by the mayors of member cities meeting in conference, and three official representatives to be appointed by the City Council of the City of San Jose.

h. Solano County. One official representative of the county to be appointed by the Board of Supervisors, and one official representative of member cities within the county to be appointed by the mayors of member cities meeting in conference.

i. Sonoma County. One official representative of the county to be appointed by the Board of Supervisors, and one official representative of member cities within the county to be appointed by the mayors of member cities meeting in conference.

j. President and Vice President. The President and Vice President of the Association, who shall be ex-officio voting members of the Executive Committee.

k. Alternates. An alternate may be appointed for each voting member of the Executive Committee by the appointing authority. Appointments of alternates shall be made in the same manner and for the same term as members.

2. Advisory Membership. The Association shall maintain effective communication and coordination with agencies of the State of California and the United States of America. To that end, the Executive Committee shall invite, following nomination by the Association's President, such representatives of state and federal governments as it deems appropriate and desirable as advisory, non-voting members of the Executive Committee. Such members shall serve at the pleasure of the Executive Committee.
3. Terms of Office. Executive Committee members, other than the President or the Vice President of the Association and the advisory members, shall serve for terms of two years. Appointments to the Executive Committee shall become effective biennially on July 1. Appointments to the Executive Committee pursuant to the provisions of this Article as amended October 13, 1967 shall become effective on December 31, 1967, at which time the Executive Committee shall hold an organizational meeting. The terms of approximately one-half of such members of the reorganized Executive Committee shall expire on July 1, 1969, and the terms of the other members so appointed shall expire on July 1, 1970.
4. Staggered Terms. The terms of the members of the Executive Committee, other than the President or the Vice President, shall be staggered so that the terms of approximately one-half of the members shall expire each year. The terms of the members of the Executive Committee representing the cities in the counties of Alameda, Marin, Napa, San Francisco (mayor and his representative), and Santa Clara, and the county representatives from the counties of Contra Costa, San Mateo, Solano, and Sonoma shall expire in the even-numbered years; the terms of the members of the Executive Committee from the cities in the counties of Contra Costa, San Mateo, Solano, and Sonoma, and the county representatives from the

counties of Alameda, Marin, Napa, San Francisco (representatives of Board of Supervisors), and Santa Clara shall expire in the odd-numbered years.

5. Officers. The President and the Vice President of the Association shall be chairman and vice chairman, respectively, of the Executive Committee.

6. Duties.

a. The Executive Committee shall review and may revise, amend, increase or decrease the proposed annual budget as prepared by the Executive Director. Each year the proposed budget, the assessment schedule and the annual membership fee based upon such proposed budget as approved by the Executive Committee, shall be submitted to the General Assembly at the annual meeting. After adoption of the annual budget, assessment schedule and annual membership fee by the General Assembly the Executive Committee shall control all expenditures in accordance with such budget.

1) The Executive Committee shall have power to transfer funds within the total budget amount in order to meet unanticipated needs or changed situations. Such action shall be reported to the General Assembly at its next meeting.

2) At each regular meeting of the General Assembly the Executive Committee shall report budget and financial transactions since the previous regular meeting.

3) For the purpose of considering budget and personnel matters, the Executive Committee may appoint a Finance and Personnel Subcommittee consisting of six members of the Executive Committee. Three members of the Finance and Personnel Subcommittee shall be county representatives and three members shall be city representatives.

b. The Executive Committee shall submit a full report of its activities at the General Assembly's annual meeting in February of each year.

c. The Executive Committee shall have the authority to appoint, fix the salary of, and remove an Executive Director of the Association and shall have the authority to create and discontinue positions in the office of the Executive Director and fix salaries.

d. The Executive Committee shall have the power to appoint committees to study specific problems, programs, or other matters which the Executive Committee or General Assembly have approved for study.

e. Recommendations from committees for policy decisions shall be made to the Executive Committee. The Executive Committee shall submit such recommendations with its comments and recommendations to the General Assembly for action.

f. The Executive Committee shall be responsible for carrying out policy decisions made by the General Assembly.

A. Voting in the General Assembly shall be conducted in the following manner:

1. A quorum of the General Assembly shall consist of a majority of the official city representatives and a majority of the official county representatives.
2. Each official county representative and each official city representative shall have one vote. Votes shall be tabulated separately for county representatives and for city representatives. The affirmative votes of a majority of a quorum of county representatives and of a majority of a quorum of city representatives are required for policy recommendations or action.

B. Voting in General Assembly meetings may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

C. Voting in the Executive Committee shall be conducted in the following manner:

1. A majority of the voting members of the Executive Committee shall constitute a quorum.
2. The affirmative votes of a majority of the quorum are required for action by the Executive Committee with the exception set out below.
3. In order to recommend the annual budget to the General Assembly, the affirmative vote of not less than a majority of the Executive Committee membership is required.
4. In order to appoint or remove the Executive Director, the affirmative vote of not less than a majority of the Executive Committee membership is required.

D. All other committees of the Association may act upon the affirmative vote of a majority of the committee members present.

ARTICLE VII. OFFICERS, ELECTIONS AND VACANCIES

A. Officers of the Association shall be:

1. The President and Vice President elected biennially at least two weeks prior to the annual meeting of the Association in the year in which the election occurs, for two year terms by secret ballot of supervisors, mayors and city councilmen of member jurisdictions. Nominations for the offices of the President and Vice President shall be by petition of at least fifteen (15) mayors, councilmen or supervisors.

2. An Executive Director and a Legal Counsel to be appointed by and serve at the pleasure of the Executive Committee. The Executive Director shall also serve as Secretary-Treasurer of the Association and of the Executive Committee.
3. Such deputies of the Executive Director as may be nominated by the Executive Director and confirmed by the Executive Committee. A Finance Officer shall be appointed by the Executive Director subject to confirmation by the Executive Committee.

B. The President and Vice President of the Association shall be elected by secret ballot of supervisors, mayors and city councilmen of member jurisdictions. The Executive Committee shall determine and designate the date for the opening and counting of secret ballots, provided that the date designated must be at least two weeks prior to the annual meeting of the Association in February. The first such election shall be held prior to the annual meeting of the Association in February, 1970. The final date for the filing of nomination petitions for the offices of President and Vice President shall be determined and designated by the Executive Committee, provided that the final filing date must be at least three (3) weeks prior to the date determined and designated for the counting of secret ballots. A plurality vote shall be required for election to any office. All other election rules and procedures shall be determined by the Executive Committee, provided that these rules and procedures must be disseminated to all member jurisdictions at least thirty (30) days prior to the date determined and designated for counting of secret ballots.

C. The President and Vice President may be either a mayor or city councilman of a member city, or a supervisor of a member county of the Association, or any other qualified elector residing within a member jurisdiction. The President and Vice President shall serve as President and Vice President of the General Assembly, and shall serve ex-officio as Chairman and Vice Chairman, respectively, of the Executive Committee.

D. In the event that the President is disabled or for any other reason unable to act, the Vice President shall act in his place and perform the duties of President until his return or recovery from disability. In the event of a vacancy in the office of President, the Vice President shall serve as President for the unexpired portion of the President's term, and the Executive Committee shall fill the office of Vice President by appointment for the unexpired portion of the Vice President's term. In the event of a vacancy in the office of Vice President, the Executive Committee shall fill the office of Vice President by appointment for the unexpired portion of the Vice President's term.

E. A newly elected President and Vice President shall take office on adjournment of the annual meeting of the General Assembly in the year in which they were elected.

F. The President, subject to the advice and consent of the Executive Committee, may appoint advisory commissions in functional areas as have been authorized by the Executive Committee to advise and make recommendations to the Association as to matters within the jurisdiction of the Association. The size and composition of such advisory commissions shall be determined by the Executive Committee and shall include members broadly representative of the public and the region. The advisory commissions shall submit their reports and recommendations to the Executive Committee.

G. Each person who is an official representative shall cease to be such immediately upon his ceasing for any reason to be the mayor or member of the legislative body of a member city or chairman of the Board of Supervisors or a member of the legislative body of a member county. Any alternate shall immediately be disqualified and cease to be such alternate upon his ceasing to be a member of the legislative body of the member county or city which so designated him.

H. In the event that any county or city member of the Executive Committee shall for any reason cease to be a member of the governing body of the county or city, the vacancy thereby created on the Executive Committee shall be filled for the unexpired term in the same manner as the original appointment is made.

ARTICLE VIII. EXECUTIVE DIRECTOR

The Executive Director shall be the Chief Administrative Officer of the Association. The powers and duties of the Executive Director are:

- A. To appoint and remove all employees of the Association.
- B. Annually to prepare and present a proposed budget to the Executive Committee and to control the approved budget.
- C. To serve as Secretary-Treasurer of the Association and of the Executive Committee.
- D. To perform such other and additional duties as the Executive Committee may require.

ARTICLE IX. FINANCES

- A. Fiscal Year. The fiscal year of the Association shall commence on July 1.
- B. Budget Submission and Adoption. The budget of the Association shall be submitted to the Executive Committee by the Executive Director on or before January 1 of each year. The annual budget, assessment schedule and annual membership fee shall be adopted by the General Assembly not later than March 1 of each year.
- C. Yearly Membership Assessment. Each year upon adoption of the annual budget, the General Assembly shall fix membership assessments and annual membership fees for all members of the Association in amounts sufficient to provide funds required by the budget. Any member city or county whose annual assessment or annual membership fee has not been paid by the time of the annual meeting shall not be entitled to vote at such meeting. The amount of each member's assessment shall be determined in accordance with the formula set out in Paragraph D following.
- D. Method of Assessment. The annual assessment for members of the Association shall be based upon population as determined by the State Controller in making the most recent allocation to counties and cities pursuant to the Motor Vehicle License Fee Law.

1. Each county's assessment shall be a proportionate share of the counties' part of the budget total, determined by the ratio of the individual county's population to the total population of all member counties. Each city's assessment shall be a proportionate share of the cities' part of the budget total determined by the ratio of the individual city's population to the total population of all member cities. These amounts shall be expressed both on a per capita basis and a dollar amount of the total approved Association budget for each fiscal year.
2. For purposes of assessment San Francisco shall be considered as both a city and a county.

E. Annual Audit. The Executive Committee shall cause an annual audit of the financial affairs of the Association to be made by a certified public accountant at the end of each fiscal year. The Executive Committee shall employ a certified public accountant of its choosing. The audit report shall be made available to Association member counties and cities.

F. Annual Membership Fee. Each year upon the adoption of the annual budget, the General Assembly shall fix the annual membership fee for all members of the Association. The membership fee shall be uniform for all members of the Association and shall not be less than \$10.00 per month or \$120.00 per year.

ARTICLE X. STATUTORY AUTHORITY

The Association of Bay Area Governments shall be an agency established by a joint powers agreement among the members pursuant to Title 1, Division 7, Chapter 5, of the Government Code of the State of California.

ARTICLE XI. WITHDRAWAL

Any member county or city may, at any time, withdraw from the Association, providing, however, that the intent to withdraw must be stated in the form of a resolution enacted by the legislative body of the jurisdiction wishing to withdraw. Such resolution of intent to withdraw from the Association must be given to the Executive Director by the withdrawing jurisdiction at least 30 days prior to the effective date of withdrawal.

ARTICLE XII. AMENDMENTS

Amendments to these Bylaws may be proposed by an official representative or by the Executive Committee. If proposed by an official representative, the amendment shall be submitted to the Executive Committee at least 45 days prior to an annual meeting of the General Assembly. Each proposed amendment shall be considered by the Executive Committee and a copy thereof, with the recommendations of the Executive Committee and its reasons therefor, forwarded to the official representative of each member jurisdiction at least 30 days prior to the meeting at which such proposed amendment will be voted upon.

A majority vote of the county representatives present and a majority vote of the city representatives present are required to adopt an amendment to these

Bylaws. If within 60 days after the adoption of any amendment, one-third or more of the official representatives protest such amendment, it shall automatically be up for reconsideration and vote as in the first instance.

ARTICLE XIII. EFFECTIVE DATE

These Bylaws shall go into effect immediately upon the effective date of the Agreement.

No. 575

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KANKAKEE, ILL.

No. 575

Amberg
KANKAKEE, ILL.